

**Sample cover letter for requesting a frequency**

**To: Applicable Regional Office**

Dear Sirs:

I request a frequency be reserved. The following information is offered:

Service Volume required: \_\_\_\_\_

Latitude/Longitude: \_\_\_\_\_

Height above sea level: \_\_\_\_\_

Equipment type to be used: \_\_\_\_\_

Function to be served: \_\_\_\_\_

**(The non-Federal Coordinator will respond by letter that the frequency was reserved. The proponent should then forward this letter to the FCC.)**